

# FIRST WRITTEN REMINDER

(FIRST DECISIONAL CONFERENCE)

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Title \_\_\_\_\_ SSN: \_\_\_\_\_  
Date of Prior Coaching Session \_\_\_\_\_  
Personnel Present for this Conference: \_\_\_\_\_

A. The problem now is the employee's failure to live up to his or her agreement. Describe the failure in detail. (Specify date, time, place of incident and refer to previous records of conversation and, if applicable, specify why any disciplinary steps are skipped.)

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B. What was the exact agreement you and the employee made?

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C. Remind employee of the agreement and his/her obligation to correct the problem, and failure to correct the problem will lead to more serious discipline.

D. Reaffirm the fact that the organization needs the employee and feels that the problem can be corrected.

\_\_\_\_\_  
Supervisor's Signature/Date

I understand the contents of this decisional conference document and understand my obligation/responsibility to correct the problem. I also understand that I may submit a written response to my supervisor within seven days from today.

\_\_\_\_\_  
Employee's Signature/Date

Distribution: Employee (Original)  
Supervisor's File (Copy)  
Appointing Authority (Copy)